



ALPINE CLUB OF CANADA

EDMONTON

ACC EDMONTON ADMINISTRATION POLICY

1. PURPOSE

The purpose of this policy is to document and communicate how the Edmonton section will govern themselves. This will include who makes decisions, how they make decisions, and other aspects of leading this section within the Alpine Club of Canada.

This Policy is required as described in the “Requirements of Sections Policy”:

“Each Section is required to have adequate and accessible formal written guidelines for how the business and operations of the Section shall be managed. In many cases Sections already have some form of this e.g. Section bylaws. Sections can retain existing guidance documents as long as they meet these criteria:

- i. *They are approved by the Section Executive and the Governance Committee.*
- ii. *They are available to Section members on the Section website.*
- iii. *They meet the minimum criteria laid out in this [Section Administration Policy](#) for a National Amateur Athletics Organization.*

2. APPLICATION AND SCOPE

This policy will apply to the Edmonton section.

As this is an unincorporated section, this policy will be the sole governing document of the Section.

3. OUTCOMES

The outcome of this policy is that all members, sections, and staff are aware of how each section is governing themselves. This document will be posted on the Alpine Club of Canada Edmonton section website to educate new members, and will be reviewed regularly by the Section Executive and the Governance Committee.

4. MANDATORY REQUIREMENTS

The below outlines how the Edmonton section will administer the section, and is supplemental to section requirements as outlined in the ACC Club Bylaws and the ACC-SEC-002 Requirements of Sections Policy.

4.1 SECTION EXECUTIVE

The section will be governed by a Section Executive, which will be a group of leaders who will make decisions for the section as a whole. Further in this document will be a description of how interested persons may join the Section Executive, as well as how the Section Executive makes decisions.

4.1A ROLES IN SECTION EXECUTIVE

The Section Executive for Edmonton shall be composed of the following positions (job descriptions are included in Appendix 1). As section interests and projects evolve, Section Executive positions may be revised through Section Executive motions and a majority vote.

Note: At a minimum, a Section must have a Chair, Administrator, and Accounting Coordinator member.

CORE SECTION EXECUTIVE ROLES -descriptions in Appendix 1

Section Chair	The Chair is primarily responsible for leading the Section Executive and Section organization in conjunction with the ACC office policies and goals. The Chair is responsible for being a primary contact with the ACC office, facilitating meetings, circulating and implementing information, promoting a spirit of cooperation and teamwork, and fostering an environment that promotes ACC's values and vision.
Section Administrator	The Section Administrator is responsible for facilitating and keeping minutes of meetings, historical records, and copies of bylaws and policies.
Section Accounting Coordinator	The Accounting Coordinator, similar to a Treasurer, will be responsible for working on and keeping financial reports.
Communications Coordinator	The Communications Coordinator is responsible for the section's digital hubs, including the website, monthly newsletter, and membership data.
Social Coordinator	The Social Coordinator is responsible for planning monthly and annual social events for members.
Volunteer Coordinator	The Volunteer Coordinator is responsible for recruiting and recommending member volunteers, and tracking volunteer activities for recognition.
Equity, Inclusion, and Diversity Coordinator	The Equity, Inclusion, and Diversity Coordinator is responsible for reducing barriers to Edmonton section activities for historically underrepresented groups.

Environment and Access Coordinator	The Environment and Access Coordinator is responsible for environmental and access issue updates, and collaboration with environmental and stewardship groups.
Alpine Coordinator	The Alpine Coordinator is responsible for safety, approval of new trip leaders, trip reviews, section equipment, and training for alpine trips and events.
Skiing Coordinator	The Skiing Coordinator is responsible for safety, approval of new trip leaders, trip reviews, section equipment, and training for skiing trips and events.
Climbing Coordinator	The Climbing Coordinator is responsible for safety, approval of new trip leaders, trip reviews, section equipment, and training for climbing trips and events.

4.1B SECTION EXECUTIVE TERM

The term of each position in the Section Executive shall be 2 years in length. Should a member of the Section Executive leave their position early, the remaining Section Executive shall have the right to leave the position vacant or appoint an individual for the remainder of the existing term.

4.1C SECTION EXECUTIVE MEETINGS

Scheduling

Section Executives will function through regular meetings, generally to be held monthly. Monthly meetings may be canceled or rescheduled if a majority of the participants are unavailable. Meeting dates and times will be agreed upon by consensus and will be scheduled at times when a majority of the Section Executive can attend the meeting. Section Executive members unable to attend in person may attend online. Quorum at the meeting will be 50% of the filled Section Executive positions and is necessary for motions to pass.

Communication can continue between Section Executive meetings, and a Section Executive member may request the holding of a vote electronically (online) to the Executive, on a matter deemed to be too urgent to wait until the next regular meeting. In such situations, the requirements regarding a quorum and the votes needed for the approval of a motion shall be the same as for regular Section Executive meetings. A motion voted on in this manner will be documented, along with other relevant Section Executive discussion taking place electronically (online), in the next month's meeting minutes.

Agendas

Each Section Executive meeting shall include the agenda for the meeting, which will be shared with the Section Executive before the meeting. Updates and round table discussions are a standing part of such meetings and are always included. New business may be added to the agenda if approved at the meeting.

Decision-Making

The Section Executive will set thresholds for decision-making for each role within the section. For decisions that require the Section Executive approval, including changes to the budget, all members of the Section Executive will have an equal vote, with voting on issues by a show of hands, with the majority prevailing.

4.2 COMMITTEES

Committees may be appointed by the Section Executive, and for the Edmonton Section are usually project oriented and therefore limited in duration.

Committees are used to support the Section Executive by taking on specific tasks on behalf of the Section Executive. Committees are empowered to manage specific tasks and make decisions within specific guidelines, which are outlined in Terms of Reference and reviewed annually.

4.3 ELECTIONS

The Edmonton Section shall use the following methodology to elect members to their Section Executive.

SECTION EXECUTIVE ELECTIONS

Appointment to mid-term vacancies in the Section Executive	<p>The existing Section Executive shall have control to appoint members to vacant positions in the Section Executive to fill a remaining term. The Section Executive shall also have the right to leave a position vacant for the remainder of the existing term.</p> <p>To identify candidates, open positions will be advertised in the section newsletter and online accounts. The existing Section Executive will identify qualified applicants and vote on a candidate.</p> <p>If 10 or more section members make a formal request via email to the Section Chair or ACC national, an election will be held pursuant to Appendix 2.</p>
Appointment to Section Executive for regular terms of office. An election must be held where multiple qualified applicants are identified who wish to stand for election	<p>The existing Section Executive shall have control to appoint members to a position on the Section Executive for regular terms of office. To identify candidates, open positions will be advertised in the section newsletter and online accounts.</p> <p>However, despite this power, an election for a position in the Section Executive must be held under two circumstances. An election must be held when:</p> <ol style="list-style-type: none">1. 10 or more section members make a formal request via email to the Section Chair or ACC national to hold an election, or2. Multiple qualified applicants are identified and interested in a Section Executive position, and wish to stand for election. <p>In either of the two circumstances where an election must be held, the Section will hold an election in the fall, pursuant to Appendix 2, timed to complement budget planning and the Section's fiscal year.</p>

4.3A RESIGNATION FROM THE SECTION EXECUTIVE

Any member of the Section Executive may resign at any time.

4.3B CONFLICT OF INTEREST

Members of the Section Executive shall declare any real or perceived conflict of interest and will not participate in a vote on such issues.

4.3C REMOVAL FROM SECTION EXECUTIVE

Any member of the Section Executive may be removed, at any time, by vote of two thirds of the members of the Section Executive if in their judgment the best interest of the Section would be served thereby. Each member of the Section Executive must receive notice of the proposed removal at least 10 days in advance of the proposed action.

4.4 ANNUAL GENERAL MEETING

The section shall hold an Annual General Meeting to engage and communicate with all section members. The annual meeting is to be a celebration to engage and communicate with section members and is not a fiduciary requirement. The Section Annual General Meeting date and time will be announced at least one month in advance and will cover the following topics:

ANNUAL GENERAL MEETING TOPICS

Updates from National	New projects and member supports from National
Section leadership	Section Executive members and positions
Section membership	Numbers and demographics
Financials	Share Section financials; previous year actuals and coming year budget
Updates from Section Executive	Share updates and plans from Section Executives
Other	Member questions and suggestions

5. POLICY APPROVAL

This policy should be submitted to the Governance Committee for approval and publication on the Alpine Club of Canada Website.

REVISION HISTORY

Date	Description
11-Dec-2025	Rev b: Draft of policy for review by Edmonton Section Executive
11-Mar-2026	Rev c: Approved by Edmonton Section Executive
13-Apr-2026	Rev d: Added explicit signing authority to relevant positions
	(to be) Approved by the Board of Directors (National)

APPENDICES

APPENDIX 1: DETAILED JOB DESCRIPTIONS

ACC Edmonton Section Executive Roles & Responsibilities

Section Chair

1. Overall responsibility for section activities.
2. Acts as representative for the section in communicating with ACC national.
3. Generally manages external communication on behalf of the section.
4. Acts as liaison to the other ACC sections.
5. Provides leadership to the Section Executive including as chair of monthly meetings.
6. Leads presentation to members at the ACC Edmonton annual general meeting.
7. Provides driving force and direction for the club's activities.
8. Delegates tasks wherever and whenever appropriate.
9. One of the signatories on section financial documents.
10. Manages external communication wherever needed.
11. Manages and reports on government grants
12. Able to sign contracts including those beyond the signing authority of other section members.
13. Voting position for the Section Executive.

Section Administrator

1. Notifies executive members of meetings. Attends executive meetings or appoints substitute to take minutes
2. Provides a copy of minutes to be posted on the web, and kept in section records
3. Documents executive discussions, both in person and in online meetings and discussions
4. Supports the chair in organizational aspects of the executive (scheduling executive meetings, drafting agendas)
5. Manages storage of and keeps copies of organizational documents, policy and bylaw documents, lists of executive members, financial reports, and other official records in addition to the executive (committee) meeting minutes. Has access to general membership information.
6. Maintains digital historical records; refers to paper records available at Whyte Museum and City of Edmonton archives
7. Voting position for the Section Executive.

Section Accounting Coordinator

1. Attends Section Executive meetings
2. Advises Section Executive on financial matters
3. Prepares an annual budget for presentation at the November Section Executive meeting
4. Strategizes to improve or replace income sources, including completing grant applications.
5. Works with other Section Executive members to ensure proper records of inventory and any fixed assets are kept.
6. Monitors expenses through the year.
7. Maintains contact with representatives of the section's bank
8. Presents a report to the section at the AGM on the year's activities
9. Communicates with members regarding areas of finance (request payment for trips, approve expense claims, provide tips for management of money on individual trips).
10. Communicates with National regarding pertinent financial matters.
11. Provides invoices and approved expense claims to the Accountant for payment. Includes identification of what each invoice is for (trip, specific course, etc.)
12. Maintains contact with representatives of the section's bank, in co-ordination with the Section chair.
13. Able to sign contracts within the position's approved budget and responsibilities.
14. Voting position for the Section Executive.

***Accountant**

1. *Not a Section Executive position, non-voting, paid part time.
2. Reports to the Section Accounting Coordinator
3. Ensures that section financial practices follow current best practices and technologies as feasible.
4. Maintains up to date financial records, and provides reports to the Section Executive or Section Accounting Coordinator on a quarterly/annual basis

Environment and Access Coordinator

1. Updates membership on current environmental issues in the national parks (and other areas of interest to the section) and supplies information on how the membership can provide feedback on these issues
2. Collaborates with various environmental organizations on behalf of the Section Executive and membership and represents the Section Executive and membership at relevant open houses and campaigns (i.e. land use framework discussions)
3. Drafts letters of support/opposition on behalf of the section for the initiatives in the national parks and other areas of interest to the section (hut proposals, infrastructure plans etc.)
4. Overall responsibility for coordinating the stewardship of areas of interest to the club.
5. Spokesperson for environment and access related external communications and partnerships.
6. Voting position for Section Executive meetings.

Social Coordinator

1. Organizes a robust variety and selection of speakers for monthly socials; balances both member speakers and professional speakers (e.g. mountain guides, professional athletes, mountain authors, etc).
2. Provides details of monthly socials in a timely manner for advertisement.
3. Assists with promoting monthly socials by creating events on our website and Facebook.
4. Purchases food, drink, and prizes as needed or as appropriate for social events, according to budget.
5. Organizes and maintains contracts or agreements for appropriate venues associated with social events as required.
6. Purchases liquor licenses for social events that may require them and oversee or delegate oversight on alcohol consumption during events.
7. Oversees organization of additional special social events (i.e. annual BBQ, photo competition, trip leader appreciations, pub nights, etc).
8. Where able, delegates responsibility to volunteers and supervises organization.
9. Stores and maintains the section's audiovisual equipment (projector and associated cables) and social event promotional items (sandwich board, consumable items such as posters/cards, vertical banner, etc).
10. Presents a report to the section at the AGM on the year's activities.
11. Able to sign contracts within the position's approved budget and responsibilities.
12. Voting position for Section Executive meetings.

Volunteer Coordinator

1. Recruits new trip organizers/coordinators
2. Finds and recruits candidates for ACC winter and summer leadership courses.
3. Establishes mentorship and on boarding process for new trip organizers
4. Assists Ski, Climbing, and Alpine Coordinators in maintaining club curriculum of technical and soft skill development through courses.
5. Manages and updates funds and policies to support trip coordinators (includes subsidies and rewards)
6. Provides development and lessons learned opportunities for trip coordinators
7. Assists the chair to maintain a record of volunteer activity for the purposes of recognition
8. Maintains trip coordinator handbook.
9. Voting position for Section Executive meetings.

Equity, Diversity, and Inclusion Coordinator

1. Identifies opportunities for reducing barriers to access to ACC Edmonton activities for groups who have historically been under-represented in outdoor spaces (for example, BIPOC, members of the 2S/LGBTQIA+ community, disabled folks).
2. Works with community partners to implement EDI initiatives.
3. Works alongside Section Accounting Coordinator to ensure initiatives are within budget.
4. Advises Section Executive on EDI best practices.
5. Voting position for Section Executive meetings.

Communications Coordinator

1. Manages or delegates management of Section's digital hubs (e.g. website, Facebook, instagram, etc) and assists to coordinate efforts across platforms.
2. Responsible for communication between the Section Executive, the membership and provides a method for communication between members.
3. Liaises with new and prospective members; answers questions and provides information about the club and section.
4. Oversees and collates contributions from Section Executive and membership toward the Section's monthly newsletter, the Breeze (events, trip reports, stories and other news items).
5. Responsible for the timely email distribution of the Breeze on a monthly basis.
6. Emails additional important announcements that do not align with the Breeze schedule.
7. Reviews the content of the website for accuracy, completeness and relevance.
8. Oversees maintenance and distribution of printed materials such as club brochures and posters at relevant locations in Edmonton.
9. Reports to the section at the Annual General Meeting.
10. Recommends improvements to the website and other digital hubs to keep the Section in line with industry best practices.
11. Regularly downloads membership lists from the national club and updates the section mailing list
12. Voting position for Section Executive meetings.

Ski, Climbing, and Alpine Coordinators

Safety (all activity coordinators)

1. Encourages near miss reporting. Receives accident reports from section members, assisting if needed. Distribute these reports to the Section Executive and to national.
2. Point of contact for complaints against section trip organizers or regarding section trips.
3. Approves new trip organizers under their sport purview.

4. Review all posted trips under their sport purview to ensure trip organizers are operating safely (e.g. choosing reasonable objectives for their experience)
5. Maintains and updates a document detailing section best practices regarding safety and responsibilities on club trips.
6. Supports trip organizers under their sport purview. Including:
 - a. Ensuring organizers are aware of the section best practices and policies.
 - b. Ensuring organizers have proper safety training.
 - c. Provides regular orientations for new trip coordinators
7. Oversees maintenance, acquisition and retirement of club equipment.
8. Produces safety statistics report for the annual general meeting.
9. Issues club equipment and maintains systems and processes to do this.

Training (all activity coordinators)

1. Responsible for the oversight of all the Section's training programs under their sport purview, with the overarching goal of providing the membership with a continuum of training options.
2. Works to identify areas of unmet demand for instructional programs that the Section could reasonably meet. Identifies members or commercial service providers capable and interested in developing programs to meet this demand.
3. Fields inquiries from members interested in running section training programs, and assists them in developing these programs.
4. Advises and assists members who are running section training programs and instructional programs as needed. This includes assisting with the development and review of course curricula and ensuring that course offerings meet the overall strategic goals of the Section.

Urban Activity (all activity coordinators)

1. Organizes training activities within the city (e.g. rescue, navigation).
2. Liaises and makes formal agreements with local stakeholders (climbing walls, ski hills) and negotiates exclusive club activities (e.g. climbing nights, ski nights).
3. Collects data on event attendance and shares with Section Executive/forwards to stakeholders and shared with the Section Executive.

General (all activity coordinators)

1. Provides and details activities to the communications coordinator in a timely manner for advertisement / promotion.
2. Able to sign contracts within the position's approved budget and responsibilities.
3. Voting positions for Section Executive meetings.

APPENDIX 2: DETAILED ELECTION PROCESS (UPDATED FROM 2018)

The existing Section Executive or a nomination committee will solicit volunteers and review applications to identify qualified applicants. Candidates may submit a short statement and provide references. Members of the Section Executive or the nomination committee will meet and interview candidates.

To hold an election:

- Should an election be held, the election will occur in the fall to complement Section budget planning and the fiscal year.
- The Section Executive will create a **nomination committee**. The nomination committee has the following roles:
 - Advertises all eligible positions in section communications (newsletter, online accounts) for at least 30 days ahead, and solicits volunteers with the pertinent skills to run in the election.
 - Provides clear job descriptions to the entire membership of the section.
 - Effectively communicates with the entire membership of the section to encourage volunteers to come forward.
 - Targets candidates having abilities that are deemed desirable by the committee for each open position.
 - Verifies candidate eligibility for the elections
 - Provides a candidate list to the membership of the section.
 - Does not endorse or otherwise provide its own opinion toward candidates.
- The nomination committee will be composed of 3 persons:
 - A chair, who is selected by the members of the nominating committee.
 - A member of the current Section Executive, whose term is coming to an end at the election, and who is not standing for election for any position on the Section Executive.
 - If no such member is available, the Section Executive may appoint an alternate member of the section, qualified to vote in the election.
 - At least 2 members of the section, qualified to vote, who are not running in the election.
- To be eligible to vote, a member must be
 - A current member of the Edmonton Section of the ACC on the day that voting opens for the election.
 - A “main contact” in the ACC database. For clarity, a “family membership” has two “main contacts”, and both will be eligible to vote in the election.
- To be eligible, a candidate must be:
 - A current member of the Edmonton Section of the ACC on the day that voting opens for the election.
 - A “main contact” in the ACC database on the day that the election is announced. For clarity, a “family membership” has two “main contacts”, and both will be eligible to run in the election.
 - Seconded by at least one eligible voting member (not including members of the nominating committee).
 - For the position of Section Accounting Coordinator;
 - Have proven familiarity with accounting best practices, preferably with some experience in small businesses or non-profit organisations.
 - Willing and able to pass a criminal record check.
 - Current Section Executives at the end of their term are eligible to run again for their current or other positions on the Executive.
- During the nomination period, the nomination committee will update the candidate list regularly with a list of nominees (e.g. through a webpage or shared document) including incumbents if applicable. The list will be available to the membership. This will ensure that both members and candidates are aware of who is running in the election.

- Candidates will be asked to provide references and to provide a statement, not to exceed 150 words which will be available through the candidate list and published to the membership. Statements are due to the nomination committee chair no later than 7 days before the election, and will be published shortly thereafter.
- There will be no limit on the number of candidates for a given position. That being said, in the case of a large number of candidates expressing interest in one specific position, the nomination committee may encourage some of those candidates to run for alternative positions.
- Where only one person is standing for election to a specific position and is considered to be qualified in the opinion of the nominating committee, that person will be declared acclaimed to that position, to take office at the next following meeting.
- Where more than one person is suitable for an open position and wishes to stand for election, an election will be held.
- The slate of candidates, candidate statements, and the method of online voting will be shared (e-mail, newsletter) with the membership at least 7 days before the start of the election.
- Voting will open on the day after the September Section Executive meeting, and will close two weeks (14 days) thereafter. Voting will take place online.
- The successful candidate for each position will be the candidate with the most votes received at the close of voting.
- In the event of a tie for the successful candidate, the nomination committee chair will cast an additional vote to break the tie.
- The Section Chair shall name not fewer than 2 Tellers from the Membership who are not candidates for election, who shall audit the election process and certify the election results. Once certified, the results shall be communicated to the Section members within 1 week of the close of the election.
- The successful candidates will become active members of the Section Executive at their next meeting.